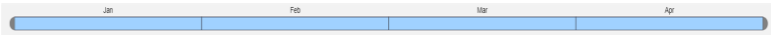
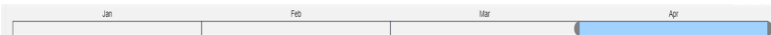


SELECTING A PERIOD.

Each report will display a different period. This is highlighted in blue.



You can drill into a specific period by selecting the relevant point in time.



You can extend/shorten the timeframe by dragging the border of the selected timeframe.



SLICERS AND FILTERS

–Use The slicers and drill down into specific areas/ types.



Filters

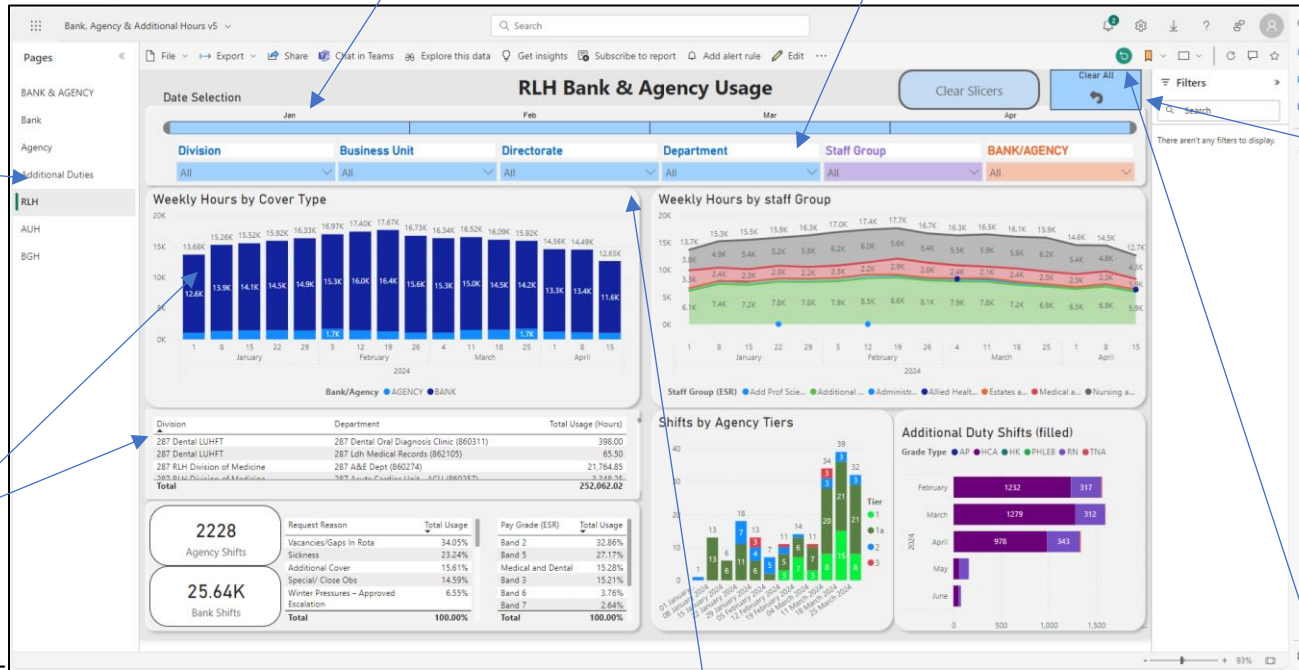
Search

There aren't any filters to display.

Filters can also be used to drill into data where the slicers are not available.

PAGES & TABS

Here you can change between the different report pages.



CLEARING THE SELECTION.

Division

Clear an individual slicer using the rubber icon within the dropdown.

This will clear the slicers ONLY, but maintain sections like the timeline and filters

Clear all slicers

This will clear all selections including slicers and filters.

Clear All

Reset All – Use this to reset back to original state.

Reset filters, slicers, and other data view changes you've made.

INTERACTING WITH CHARTS

In Most report the data between charts is all connected. This means you can select a Bar in a chart, or a line in a table and the other visuals will also change.

Tip- If you need to refresh Data, switch between pages for a quick update.

IN CHART OPTIONS



Each chart within the report will have its own Option button in the top right hand corner, which appear when you hover over a report.

↑ ↓ ↑↑ These icons allow you to drill up and down between levels built within the report e.g., Day, then week, month, then year.

Copy Image to clipboard, allows you to use in another source such as email or document.

More options including export and view visual as table of data.

FOCUS MODE

This will enlarge the report for the full screen.

